

DEPARTMENT OF CHILDREN AND FAMILY SERVICES
WAIVER OF REQUIREMENT TO USE RENTAL CAR FOR TRIPS
Travel Trip Cost Effectiveness Formula

INSTRUCTIONS

Effective 05/12

1. **NAME:** Employee's name as it will appear with Human Resources
2. **PERSONNEL NUMBER:** Employee's personnel number
3. **SECTION:** Example- Child Welfare, Child Support, Fiscal Services
4. **CITY & STATE TRAVELING FROM:** Enter city and state employee will be traveling from
5. **CITY & STATE TRAVELING TO:** Enter city and state employee will be traveling to
6. **PROJECTED NUMBER OF MILES TRAVELING:** Enter the estimated number of miles you will be traveling per round trip or day
7. **TOTAL PROJECTED COST OF MILES TRAVELING UTILIZING PERSONAL VEHICLE:** Multiply the projected number of miles to be traveled by the mileage reimbursement rate and enter total
8. **TOTAL PROJECTED OVERTIME HOURS:** Enter estimated number of overtime hours. This will be the sum of **a + b + c** below.
 - a. **ESTIMATED TRAVEL TIME TO AND FROM ENTERPRISE CAR RENTAL LOCATION:**
_____ Enter estimated time to travel to and from Enterprise Car Rental by fraction of an hour (i.e. .25 of an hour = 15 minutes)
 - b. **ESTIMATED TIME TO COMPLETE PAPER WORK AT ENTERPRISE CAR RENTAL LOCATION PRIOR TO RECEIVING RENTED VEHICLE:**
_____ Enter estimated time by fraction of an hour (i.e. .25 of an hour = 15 minutes)
 - c. **ESTIMATED TIME TO COMPLETE PAPER WORK AT ENTERPRISE CAR RENTAL LOCATION WHEN RETURNING RENTAL VEHICLE:**
_____ Enter estimated time by fraction of an hour (i.e. .25 of an hour = 15 minutes)
9. **RATE OF PAY:** Enter employee's hourly rate of pay
10. **PROJECTED COST OF OVERTIME:** Multiply Total Projected _____

- Overtime Hours (box 8) times Rate of Pay (box 9)
11. **NUMBER OF DAYS RENTING VEHICLE:** Enter number of days employee will be renting the vehicle
12. **CAR RENTAL COST PER DAY:**
- Enter one of the following:
- | | |
|-----------------------|------|
| Compact | \$32 |
| Mid-size/Intermediate | \$34 |
13. **PROJECTED CAR RENTAL COST:** Multiply Number of Days _____
Renting Vehicle (box 11) times Car Rental Cost Per Day (box 12).
14. **PROJECTED COST OF REFUELING RENTAL VEHICLE:**
- a. Enter Projected number of miles travelling (Box 7) _____
- b. Enter one of the following Average Number of Miles Travelable on Full Tank of Gas
- Compact (12 gallon tank X 27 miles/gallon)
= **324** miles per full tank if you selected
Compact in Box 12 _____
- Mid/Intermediate (18 gallon tank X 27 miles/gallon)
= **486** miles per full tank if you selected
Mid-size/Intermediate in Box 12 _____
- c. Divide Projected Number of Miles Travelling (Box a) by
Average Number of Miles Travelable on Full Tank of
Gas (Box b) = Number of re-fuels needed _____
- d. Enter Projected rate of gas per gallon _____
- e. Enter one of the following:
- | | |
|--|-------|
| Compact = 12 gallons if you selected
Compact in Box 12 | _____ |
| Mid/Intermediate = 18 gallons if you selected
Mid-size/Intermediate in Box 12 | _____ |
- f. Multiply Projected rate of gas per gallon (Box d) by
Average Number of Gallons (Box e) = Cost Per Re-Fuel _____

g. Multiply Number of Re-fuels (Box c) by Cost Per Re-Fuel _____
(Box f) = Projected Cost of Refueling Rental Vehicle.
Place this amount in Box 14.

15. TOTAL PROJECTED COST UTILIZING RENTAL VEHICLE: Enter the
sum box **10, 13 and 14.**